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Report for Week Ending 10 July 1957
from
RECORDS DISPOSITION BRANCH

Assignments:

Project 6-97 - Suggestion Awards Staff []

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The subject index to the suggestions file has been revamped and put into operation. A report of findings during the survey is being prepared for the Staff.

Project 6-81 - Office of Logistics []

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No change from previous Report. Project is 99% complete.

Project 6-95 - Office of Personnel []

25X1

A review of the records program was completed in the Plans Staff during the week. Files in this Staff are exceptionally well kept both in appearance and order.

A proposal to change disposition instructions from Permanent to Temporary on one item was presented to the Staff Chief and was accepted. Advice was given on how to arrange for transfer of approximately 30 cubic feet of reference material to the OCR Library.

Installation of a Subject-Numeric Filing System was begun by Messrs. [] and [] in the Casualty Affairs Branch of the Insurance and Casualty Division. Personnel of the Office of the Director have also been approached concerning the installation of such a file in that office.

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The project will continue to the Mobilization Staff tomorrow and is approximately 20% complete.

Training

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[] assisted the project team in reviewing the Records Management Program in the Plans Staff, Office of Personnel.

News

A follow-up was made to the Machine Division/OCR to check the operation of a subject file recently installed. The file is functioning satisfactorily. However, a new secretary has reported for duty and requested us to orientate her on the fundamentals of the file since her predecessor left the area before she arrived.

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NEWS CONTD

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Messers [redacted] met with Mr. Allen, Humphrey, Records Officer, General Accounting Office to clarify procedures required for effecting disposal of Agency fiscal records.

The project for development of a comminuting machine capable of destroying boxed material at the Records Center has been dropped. Meanwhile, a similar project at NSA will be monitored by this Agency.

Some work has already started on the new Records Center addition. The contractor will be held up for a week because of the Alert Exercise starting July 15.

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FORMS MANAGEMENT BRANCH

1. Contributions:a. Tangible

- (1) Completed 17 actions requiring the printing of 148,900 copies or sets of blank forms. This represents a decrease of four actions and a reduction of 131,130 fewer copies compared to last week.
- (2) Two new and two revised forms were approved. Two forms were made obsolete and one form redesignated.

* b. Intangible

- (1) Disapproved request for the printing of 500 copies of seven page "booklet type" form for Medical Office since it appeared to be an exact duplication of Form No. 1055a printed in January of this year in the amount of 1000 copies.
- (2) Evaluation of Suggestion No. 3052, proposing new "CIA Building Entry Register" was completed on 3 July. Disapproval was recommended. This item was omitted from last weeks report.
- (3) The survey project relating to the present status of forms under the old numbering system is now completed. The results are as follows:

Currently Active	63
Obsoleted	28
Presently unresolvable	33*
Total	<u>134</u>

* Form will be:

- (a) Redesignated when present stock replenished
- (b) Obsoleted with publication of pending Handbooks
- (c) Redesignated when coordination of pending revision is complete.

2. Assignmentsa. Active

- (1) Two Employee Suggestions are being evaluated.
- (2) Fourteen new and eight revised forms are pending
- (3) [] has been assigned to assist [] in connection with the Files Survey being conducted in the Casualty Affairs Branch of the Office of Personnel.

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3. News

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[] today approved the article on Forms Management for the Support Bulletin. It will be published in the next issue.

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PROJECTS STAFF

1. Contributions - Evaluated Employee Suggestion 3044, and recommended that TSS determine the feasibility of making a combination date and signature stamp holder. []
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2. Assignments Active
 - a. Casualty Affairs Branch Filing System (Project 8-3) Discussed project and approach with C/CAB and his clerical personnel. Reviewed CAB files to determine subject categories and began developing classification plan. Project is 20% complete [] 25X1
 - b. Equipment Review - Received two requisitions from DD/P Area - Requesting 1 5 drawer card safe and 50 Remington Rand classifile folders. With approval of [] sent requisition for safe to Supply. After talking with ARO, TSS/DDP cancelled requisition for the 50 classifile folders []
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 - c. BR Shelf File - Shelving is to be delivered and installed by 15 July 1957. However, as of this date it appears that Remington Rand Inc. will not meet dead line - Agency was to be notified 3 days prior to arrival of shelving from factory to permit coordination of efforts of erection crews and GSA laborers. Notice has not been received. [] 25X1
 - d. [] Filing Equipment and Work Flow Project - Completed initial sketches of proposed equipment and floor plan. Presentation to [] has been tentatively set for 11 July 1957. If adopted, plan will provide expansion space for all records for a period of 2 to 3 years in the space presently occupied. The [] personnel have been very cooperative. [] 25X1
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 - e. Support Services "County Fair" - Working with [] on the development of statements of management services. [] 25X1
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3. Major Projects Inactive

Nothing significant to report on the shelf file projects in Security, Logistics and Industrial Register, and installation of the Agency filing system in OSI.
4. News
 - a. Bi-weekly activity reporting was discontinued in the Office of Personnel. Henceforth, special memoranda or other means such as staff meetings will be used. Frequency of the Plans and Progress Report was changed from semi-annual to annual. The frequencies of six personnel statistical reports were also reduced. []
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 - b. Discussed with [], OTR Clerical Training Staff, the training of clerical inductees in the subject-numeric filing systems. It is becoming apparent that inductees are not receptive to this training because they lack Agency experience. Consideration is being given to a post-induction clerical workshop. Records Management subjects other than the subject-numeric filing system could be appropriately included. []
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- c. Followed up on use of the revised Security Check Officer List in RI/FI. Initial objections to using the form apparently have been overcome through experience and the latest revision of the form. [redacted]

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- d. Attended meeting of the Support Planning Committee for DD/S. This meeting conducted by [redacted] outlined the DD/S program for Operation Alert 1957. [redacted] emphasized to the group the importance of reviewing vital materials during next weeks operation. [redacted]

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